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22 January 1955

MEMORANDUM FOR: Colonel Eugene L. Miller

SUBJECT: Proposed Schedule for Your Inspection
of the Office of Training

1. Attached hereto is a suggested schedule for your inspection of the Office of Training on 24, 27 and 28 January 1955.

2. I have attempted to condense in the two days at our disposal as many of those activities of the Office of Training as are conducted in the Washington area, with special emphasis on three programs which we feel are somewhat unique to this Agency's training effort; namely, the Junior Officer Training Program, the activities of the Assessment and Evaluation Staff, and the Language Training School.

3. The attached schedule is, I repeat, a suggestion and we are prepared to modify it before or during your survey in response to your request.

MATTHEW BAIRD
Director of Training

MB:ep (1/22/55)

Attachment

Distribution:

Orig. and 2 - Col. Miller

Document No. 004

NO CHANGE in Class. ☐

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 04/01/78 By: 010

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